

ORDER FOR SUPPLIES OR SERVICES

PAGE OF PAGES

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 03/04/2015		2. CONTRACT NO. (If any) EP-W-13-016		6. SHIP TO: a. NAME OF CONSIGNEE SRRPOD	
3. ORDER NO. 0020		4. REQUISITION/REFERENCE NO. PR-R9-14-00560			
5. ISSUING OFFICE (Address correspondence to) SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460				b. STREET ADDRESS US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R	
				c. CITY Washington	d. STATE DC
				e. ZIP CODE 20460	
7. TO: N. Jay Bassin				f. SHIP VIA	
a. NAME OF CONTRACTOR ENVIRONMENTAL MANAGEMENT SUPPORT INC					
b. COMPANY NAME				8. TYPE OF ORDER	
c. STREET ADDRESS 8601 GEORGIA AVE STE 500 3015895318				<input type="checkbox"/> a. PURCHASE REFERENCE YOUR: Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including delivery as indicated.	
d. CITY SILVER SPRING				e. STATE MD	f. ZIP CODE 209103439
9. ACCOUNTING AND APPROPRIATION DATA See Schedule				10. REQUISITIONING OFFICE TIFSD	
11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB				12. F.O.B. POINT Destination	
13. PLACE OF a. INSPECTION Destination		b. ACCEPTANCE Destination		14. GOVERNMENT B/L NO.	
				15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date) 03/04/2015	
				16. DISCOUNT TERMS	

17. SCHEDULE (See reverse for Rejections)

ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: 106741598 IGF::CT::IGF The purpose of this action is to initiate Task Order 0020, entitled "EPA Region 9 Brownfields Team Outreach." The Continued ...					
SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT		20. INVOICE NO.		17(h) TOTAL (Cont. pages)
	21. MAIL INVOICE TO:				\$0.00	
	a. NAME					
	b. STREET ADDRESS (or P.O. Box)					\$9,711.00
c. CITY		d. STATE	e. ZIP CODE			

22. UNITED STATES OF

AMERICA BY (Signature)

03/04/2015

ELECTRONIC SIGNATURE

23. NAME (Typed)

Christie M. Deskiewicz

TITLE: CONTRACTING/ORDERING OFFICER

ORDER FOR SUPPLIES OR SERVICES

SCHEDULE - CONTINUATION

PAGE NO
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DATE OF ORDER 03/04/2015	CONTRACT NO. EP-W-13-016	ORDER NO. 0020
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ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	<p>contractor's revised proposal dated March 2, 2015 is incorporated by reference. The total estimated price ceiling is \$9,711.00. This Task Order is fully funded. The contractor shall not work beyond this point. Jose Garcia is hereby appointed as the TOCOR on this task order.</p> <p>TOCOR: Jose Garcia Max Expire Date: 02/27/2016</p> <p>Admin Office: SRRPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460</p> <p>Accounting Info: 14-15-B-09K-301D43-2505-G900BZ00-1409K0B502-001 BFY: 14 EFY: 15 Fund: B Budget Org: 09K Program (PRC): 301D43 Budget (BOC): 2505 Job #: G900BZ00 DCN - Line ID: 1409K0B502-001 Period of Performance: 03/04/2015 to 02/27/2016</p> <p>TO 0020 Funding</p> <p>The obligated amount of award: \$9,711.00. The total for this award is shown in box 17(i).</p>					

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$0.00

**OSRTI Management and Analytical Support
SMALL BUSINESS CONTRACT
EP-W-13-016**

TITLE: EPA Region 9 Brownfields Team Outreach Assistance
RFO Number: 20

TASK ORDER STATEMENT OF WORK

I. BACKGROUND

The mission of EPA is to protect human health and the environment. Region 9's Brownfields Program works to clean up and redevelop potentially contaminated lands in the Pacific Southwest region, making it easier for such lands to become vital, functioning parts of their communities. We provide technical assistance and grants to our communities to assess and cleanup contaminated properties. With this contract, we require contractor assistance with outreach activities within our region.

II. SCOPE OF WORK

The scope of this Task Order is work with the Region 9 Brownfields Team on writing, formatting and adding graphics to a resources and success story fact sheet. The fact sheet will focus on resources provided by Region 9's Brownfields Program. Those resources include

- Targeted Brownfields Assessment program (Region 9 will provide this information via a brochure that was already created describing this program, where information can be easily obtained);
- Leveraging State Brownfields resources (Region 9 will provide the information for these state resources along with success story information & photos);
- Headquarters Brownfields Technical Assistance (Region 9 will provide the information for the technical assistance as well as narrative and photos to generate the success story)
- EPA's nationally competed Brownfields Assessment, Cleanup and EWDJT grants (Region 9 will provide the information about the resource along with narrative and photos for the success story)

We envision the resources fact sheet to not be longer than 6 pages with the success story for each resource not being longer than one page.

Work to be performed under this Task Order aligns with the Task Area of the contract Statement of Work: community outreach.

III. PERIOD OF PERFORMANCE

The period of performance for the Base Period shall be date of award through twelve months from award date.

The Government has the option to extend the effective period of this task order. Prior to the expiration of the effective task order period of performance, the Government, without prior written notification, may unilaterally exercise this option by issuing a contract modification.

IV. TASK 1: General Outreach Support for EPA Region 9 Brownfields Team

Provide outreach support to inform, educate and raise awareness of program successes through a resources success story fact sheet. The main goal is to assist the **EPA Region 9 Brownfields** Program Office in “telling a clear, effective story” with respect to resources and achievements. The audience will be both internal EPA programs not familiar with EPA’s brownfields program as well as the numerous external partners including states, tribes, government entities, nonprofits, developers and general public. The EPA Region 9 Brownfields Program Office has created a variety of fact sheets that outline Region 9’s Brownfields Program, but not one fact sheet that ties all the resources together along with successful implementation of these resources (i.e. success stories). Work may include reviewing existing information, pulling most relevant portions, “repackaging” into a format more suited to inform, educate, and raise awareness of the program successes. Once completed, the fact sheet would be made available via Region 9’s SharePoint and external websites.

TASK # 1 Create Resources and Success Story Fact Sheet

Subtask 1 – Create Success Story Content

The contractor shall...

- Work with EPA Region 9 to create a list of questions regarding what information will be needed for the success stories. EPA Region 9 staff will gather the information needed for the success story and provide that narrative to the contractor along with photos. The contractor would be responsible for editing and layout of text and photos for the success story.

DELIVERABLE	DUE DATE
List of questions to gather text for success stories	^{3rd} Quarter 2015

Subtask 2 – Create Fact Sheet

The contractor shall...

- Synthesize the resources information and success stories into a format that would be applicable to a variety of audiences both who would want to understand the resources available and/or apply for the assistance.
- Generate success stories that can be included under each resource type identified above
- Combine all the above to create a final resources and success story fact sheet

DELIVERABLE	DUE DATE
Success Stories	4 th Quarter 2015
Resources Identified & documented	4 th Quarter 2015
Combine both resources and success stories together into one fact sheet	1 st Quarter 2016
Final deliverable print-ready PDF file	2 nd Quarter 2016

The contractor will not need to travel.

V. POINT OF CONTACT

Jose Garcia (TOCOR)
EPA Region 9
213-244-1811
Garcia.jose@epa.gov

VI. TERMS AND CONDITIONS

No additional terms and conditions are requirements of this task order.